

**OPERATING MANUAL**  
**FOR THE ADMINISTRATION OF THE**  
**AFFORDABILITY ASSISTANCE PROGRAM**

**In Accordance with the Uniform Housing Affordability**  
**Controls**

Borough of Washington  
Warren County, New Jersey

July 2020

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- B. Washington Borough For-Sale Affordability Assistance Application
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## INTRODUCTION

The purpose of this Operating Manual is to describe the policies and procedures of the Borough of Washington's Affordability Assistance Program. It will serve as a guide to the program staff and the public alike. This manual describes the basic content and operation of the various affordability assistance program components. This manual may be periodically revised to reflect changes in local, state, and federal policies and regulations relative to implementation of the affordable housing programs described herein.

Implementation of any procedure, even if it is not included in this Operating Manual, shall be in accordance with the Federal Fair Housing Act and Equal Opportunities laws<sup>1</sup>, the Uniform Housing Affordability Controls (UHAC) N.J.A.C. 5:80-26.1 et seq.<sup>2</sup>, the substantive rules of the Council on Affordable Housing N.J.A.C. 5:93 as revised and the affordable housing regulations of the Borough of Washington (hereafter referred to as the "Regulations"). In accordance with the Federal Fair Housing Act and Equal Opportunities laws it is unlawful to discriminate against any person making application to buy or rent a home with regard to age, race, religion, national origin, sex, handicapped or familial status.

## THE AFFORDABILITY ASSISTANCE PROGRAM

In accordance with N.J.A.C. 5:93-8.16, the Borough will dedicate at least 30 percent of all development fees collected and interest earned to provide affordability assistance to very low-, low- and moderate-income households. See Appendix A for the current Regional Income Limits for Housing Region 2. The types of affordability assistance discussed in this manual are as follows:

### Ownership Assistance Programs

- Down Payment Loan Assistance
- Payment of Closing Costs
- Payment of Lender Fees

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<sup>1</sup> <http://www.hud.gov/offices/fheo/FHLaws/index.cfm>

<sup>2</sup> <http://www.nj.gov/dca/affiliates/coah/regulations/uhac.html>

### Rental Assistance Programs

- Moving Expense Assistance
- First Month's Rent Subsidy
- Utility Deposit Assistance
- Very-Low Income Households only: Security Deposit Assistance

### **OWNERSHIP ASSISTANCE PROGRAMS**

The Affordability Assistance Program is available to income-qualified purchasers whose households earn 80 percent or less than the area median income for the housing region. The aim of this Program is to encourage higher rates of homeownership within the Borough of Washington. The Borough currently offers affordability assistance to applicants for ownership units in the form of down payment, closing cost, and lender fee assistance.

To be eligible for **Down Payment Assistance**, the buyer must be able to supply three percent of the down payment with the buyer's own funds, plus additional closing costs that exceed the amount of the loan. No gifts or other loans may be used to fund the three percent down payment amount but may be used to fund additional closing costs. The loan amount may be made up to 10 percent of the purchase price. The Borough must approve the buyer's qualifications and need for the loan. The loan has no prepayment penalty. It is due and payable when the buyer resells, borrows against the property or refinances the First Purchase Money Mortgage. The loan may be subordinated only to the First Purchase Money Mortgage. When calculating the borrowing capacity of the homeowner and the equity in the property, this loan must be included. The buyer must sign a mortgage and mortgage note to the Borough.

**Payment of Closing Costs** may include title work and policy, reasonable attorney's fees for closing of title, preparation of survey, homeowner's insurance, recording fees, and other necessary closing expenses to third parties. Utility deposits, i.e., gas and electric, paid to utility companies are to be returned to the Borough Affordable Housing Trust Fund upon resale of the unit. The buyer will execute documents required to secure payment to Washington Borough.

**Payment of Lender Fees** includes mortgage points, application fees, appraisal fees, bank attorney review fees, and necessary mortgage closing expenses. The buyer will execute documents required to secure payment to Washington Borough.

### **Ownership Affordability Assistance Procedures**

The procedure for Ownership Affordability Assistance is as follows:

1. Applicant submits application (Appendix B) and proof of Determination of Eligibility.
2. Administrative Agent reviews and processes application.
3. Administrative Agent notifies Borough and prepares resolution authorizing award.
4. Borough adopts Resolution.
5. For Down Payment and Closing Cost Assistance: Borough disperses funds directly to escrow account. For Payment of Lender Fees: Borough sends assistance directly to lending company.
6. For Down Payment and Closing Cost Assistance: The Repayment Agreement, Mortgage and Mortgage Note will be executed at closing.
7. For Down Payment and Closing Cost Assistance: Title Company will record the Mortgage as part of the closing documents.
8. Administrative Agent records assistance on master reporting spreadsheet.

### **RENTAL ASSISTANCE PROGRAMS**

The Affordability Assistance Program can be utilized to help improve the affordability of rental units within Washington Borough. Rental assistance does not need to be repaid by the tenant. The amount of the rental subsidy will be calculated initially based on the tenant's actual income and the rent level of the affordable units to help bring the total shelter costs down to 30 percent of the total household income or lower, if warranted by the particular household circumstances. The Borough offers affordability assistance to applicants for very low-, low- and moderate-income rental units. The following assistance is available to low- and moderate-income households:

1. Payment of "moving expenses" based upon verified receipts, in an amount not to exceed five hundred dollars (\$500.00) per household
2. Rent subsidy for the first month's rent
3. Utility deposit assistance

The following assistance is available to very low-income households:

1. Payment of "moving expenses" based upon verified receipts, in an amount not to exceed one thousand five hundred dollars (\$1,500.00) per household
2. Rental security deposit paid to a landlord on behalf of a tenant– Security deposits paid to a landlord are to be returned to the Borough's Affordable Housing Trust Fund upon termination of tenancy. The tenant is not responsible for returning the security deposit back to the Borough. This transaction is completely between the landlord and the Borough.
3. Rent subsidy for the first month's rent
4. Utility deposit assistance

### **Rental Affordability Assistance Procedures**

The procedure for Rental Affordability Assistance is as follows:

1. Applicant submits application (Appendix C) and proof of Determination of Eligibility.
2. Administrative Agent reviews and processes application.
3. Administrative Agent notifies the Borough and prepares resolution authorizing grant.
4. Borough adopts Resolution.
5. For First Month's Rent Subsidy and Security Deposit Assistance: Borough sends assistance directly to landlord.
6. For Utility Deposit Assistance: the check is given directly to utility company.
7. For Moving Expense Assistance: the check is given directly to the moving or truck rental company.
8. Administrative Agent records assistance on master reporting spreadsheet.

### **ADMINISTRATION**

Washington Borough's Affordability Assistance Programs will be managed by the Borough Affordable Housing Administrative Agent. The availability of the Program shall be advertised continually on the Borough's website. After an applicant is income qualified by the Administrative Agent pursuant to the Uniform Housing Affordability Controls, the applicant will complete and provide an affordability assistance application to the Administrative Agent.

For qualified and approved payment of moving expenses, the Administrative Agent will follow the Borough purchasing and requisition process for generating a check that is made out to the moving or truck company. Once the check is produced, the Administrative Agent provides it to the moving or truck company.

For qualified and approved payment of utility deposit, the Administrative Agent follows the Borough purchasing and requisition process for generating a check that is made out to the utility company. Once the check is produced, the Administrative Agent provides it directly to the utility company.

The affordability assistance recipient will sign a contract with the Borough of Washington that states, at a minimum: the amount of funds granted, interest information, procedures, duration and conditions of affordability assistance, and repayment information if required.

The availability of any Affordability Assistance Programs must be noticed to all tenants of affordable units within the Borough and provided to all Administrative Agents of affordable units within Washington Borough and advertised on the Borough's website.

An income eligible occupant or applicant for an affordable unit within the Borough may not be denied participation in the Affordability Assistance Program(s) unless funding is no longer available pursuant to the Spending Plan.

## **ELIGIBILITY**

The Affordability Assistance Program is open to all income-qualified households and is provided on a first-come, first-serve basis according to the following criteria:

1. The applicant is income certified. Applicants for assistance with first month's rent will have already been income certified. Applicants applying for all other types of assistance will require income certification at the time of application.
2. The applicant is seeking affordability assistance for a deed-restricted affordable unit in Washington Borough that they maintain as their primary residence.
3. The applicant has not received an affordability assistance grant in the past. Only one award per household is permitted. This requirement can be waived with justification.

4. There are Affordability Assistance Funds remaining in the budget for the year. This will include whether sufficient funds have been allocated to very low-income households.

### **ANNUAL BUDGET**

The annual budget is provided in Appendix D of this manual as well as in the Borough's Spending Plan. Please note that these are rough funding numbers which are subject to change.

### **MAXIMUM AMOUNT**

The maximum amount of assistance that may be provided is detailed in Appendix D.

## **APPENDICES**

- A.** 2020 AHPNJ Affordable Housing Regional Income Limits Chart
- B.** Washington Borough For-Sale Affordability Assistance Application
- C.** Washington Borough Rental Affordability Assistance Application
- D.** Summary of Washington Borough's Affordability Assistance Program Terms



## **APPENDIX A**

AHPNJ Affordable Housing Regional Income Limits Chart (April 2020)



## 2020 AFFORDABLE HOUSING REGIONAL INCOME LIMITS BY HOUSEHOLD SIZE

Income limits not officially adopted by the State of New Jersey. Contact your municipality to see if applicable in your jurisdiction. Additional information about AHPNJ income limits is posted on AHPNJ.org

	1 Person	*1.5 Person	2 Person	*3 Person	4 Person	*4.5 Person	5 Person	6 Person	7 Person	8+ Person	Max Increase Rents**	Regional Asset Limit****
<b>Region 1</b>												
Median	\$67,166	\$71,964	\$76,761	\$86,357	\$95,952	\$99,790	\$103,628	\$111,304	\$118,980	\$126,656		
Moderate	\$53,733	\$57,571	\$61,409	\$69,085	\$76,761	\$79,832	\$82,902	\$89,043	\$95,184	\$101,325	1.9%	\$185,539
Low	\$33,583	\$35,982	\$38,381	\$43,178	\$47,976	\$49,895	\$51,814	\$55,652	\$59,490	\$63,328	0.84%	
Very Low	\$20,150	\$21,589	\$23,028	\$25,907	\$28,786	\$29,937	\$31,088	\$33,391	\$35,694	\$37,997		
<b>Region 2</b>												
Median	\$73,857	\$79,132	\$84,408	\$94,959	\$105,510	\$109,730	\$113,951	\$122,391	\$130,832	\$139,273		
Moderate	\$59,085	\$63,306	\$67,526	\$75,967	\$84,408	\$87,784	\$91,160	\$97,913	\$104,666	\$111,418	1.9%	\$202,419
Low	\$36,928	\$39,566	\$42,204	\$47,479	\$52,755	\$54,865	\$56,975	\$61,196	\$65,416	\$69,636	4.71%	
Very Low	\$22,157	\$23,740	\$25,322	\$28,488	\$31,653	\$32,919	\$34,185	\$36,717	\$39,250	\$41,782		
<b>Region 3</b>												
Median	\$83,650	\$89,625	\$95,600	\$107,550	\$119,500	\$124,280	\$129,060	\$138,620	\$148,180	\$157,740		
Moderate	\$66,920	\$71,700	\$76,480	\$86,040	\$95,600	\$99,424	\$103,248	\$110,896	\$118,544	\$126,192	1.9%	\$227,546
Low	\$41,825	\$44,813	\$47,800	\$53,775	\$59,750	\$62,140	\$64,530	\$69,310	\$74,090	\$78,870	1.01%	
Very Low	\$25,095	\$26,888	\$28,680	\$32,265	\$35,850	\$37,284	\$38,718	\$41,586	\$44,454	\$47,322		
<b>Region 4</b>												
Median	\$76,469	\$81,931	\$87,393	\$98,317	\$109,242	\$113,611	\$117,981	\$126,720	\$135,460	\$144,199		
Moderate	\$61,175	\$65,545	\$69,915	\$78,654	\$87,393	\$90,889	\$94,385	\$101,376	\$108,368	\$115,359	1.9%	\$205,486
Low	\$38,235	\$40,966	\$43,697	\$49,159	\$54,621	\$56,806	\$58,990	\$63,360	\$67,730	\$72,099	5.96%	
Very Low	\$22,941	\$24,579	\$26,218	\$29,495	\$32,772	\$34,083	\$35,394	\$38,016	\$40,638	\$43,260		
<b>Region 5</b>												
Median	\$67,620	\$72,450	\$77,280	\$86,940	\$96,600	\$100,464	\$104,328	\$112,056	\$119,784	\$127,512		
Moderate	\$54,096	\$57,960	\$61,824	\$69,552	\$77,280	\$80,371	\$83,462	\$89,645	\$95,827	\$102,010	1.9%	\$179,028
Low	\$33,810	\$36,225	\$38,640	\$43,470	\$48,300	\$50,232	\$52,164	\$56,028	\$59,892	\$63,756	7.21%	
Very Low	\$20,286	\$21,735	\$23,184	\$26,082	\$28,980	\$30,139	\$31,298	\$33,617	\$35,935	\$38,254		
<b>Region 6</b>												
Median	\$57,458	\$61,562	\$65,666	\$73,874	\$82,083	\$85,366	\$88,649	\$95,216	\$101,782	\$108,349		
Moderate	\$45,966	\$49,250	\$52,533	\$59,100	\$65,666	\$68,293	\$70,919	\$76,173	\$81,426	\$86,679	1.9%	\$153,730
Low	\$28,729	\$30,781	\$32,833	\$36,937	\$41,041	\$42,683	\$44,325	\$47,608	\$50,891	\$54,175	6.97%	
Very Low	\$17,237	\$18,469	\$19,700	\$22,162	\$24,625	\$25,610	\$26,595	\$28,565	\$30,535	\$32,505		

Moderate income is between 80 and 50 percent of the median income. Low income is 50 percent or less of median income. Very low income is 30 percent or less of median income.

\* These columns are for calculating the pricing for one, two and three bedroom sale and rental units as per N.J.A.C. 5:80-26.4(a).

\*\*This column is used for calculating the pricing for rent increases for units (as previously calculated under N.J.A.C. 5:97-9.3 (Consumer price index for All Urban Consumers (CPI-U): Regions by expenditure category and commodity and service group). Landlords who did not increase rents in 2015, 2016, 2017, 2018 or 2019 because of the lack of authority to do so, may increase rent by up to the applicable combined percentage including 2020 or 9.0% whichever is less in accordance with N.J.A.C. 5:97-9.3(c). In no case can rent for any particular apartment be increased more than one time per year.

\*\*\* This column is used for calculating the pricing for resale increases for units (as previously calculated under N.J.A.C. 5:97-9.3). The price of owner-occupied low and moderate income units may increase annually based on the percentage increase in the regional median income limit for each housing region. In no event shall the maximum resale price established by the administrative agent be lower than the last recorded purchase price.

Low income tax credit developments may increase based on the low income tax credit regulations.

\*\*\*\* The Regional Asset Limit is used in determining an applicant's eligibility for affordable housing pursuant to N.J.A.C. 5:80-26.16(b)3.



## **APPENDIX B**

Washington Borough For-Sale Affordability Assistance Application



**WASHINGTON BOROUGH, WARREN COUNTY**  
**For-Sale Affordability Assistance Application**

Washington Borough offers for-sale affordability assistance to income-qualified purchasers whose households earn 80 percent or less than the area median income for the housing region. The aim of this Program is to encourage higher rates of homeownership within Washington Borough. The Borough currently offers affordability assistance to applicants for ownership units in the form of down payment, closing cost, and lender fee assistance.

To be eligible for **Down Payment Assistance**, the buyer must be able to supply three percent of the down payment with the buyer's own funds, plus additional closing costs that exceed the amount of the loan. No gifts or other loans may be used to fund the three percent down payment amount but may be used to fund additional closing costs. The loan amount may be made up to 10 percent of the purchase price. The Borough must approve the buyer's qualifications and need for the loan. The loan has no prepayment penalty. It is due and payable when the buyer resells, borrows against the property or refinances the First Purchase Money Mortgage. The loan may be subordinated only to the First Purchase Money Mortgage. When calculating the borrowing capacity of the homeowner and the equity in the property, this loan must be included. The buyer must sign a mortgage and mortgage note to the Borough.

**Payment of Closing Costs** may include title work and policy, reasonable attorney's fees for closing of title, preparation of survey, homeowner's insurance, recording fees, and other necessary closing expenses to third parties. Utility deposits, i.e., gas and electric, paid to utility companies are to be returned to the Borough Affordable Housing Trust Fund upon resale of the unit. The buyer will execute documents required to secure payment to Washington Borough.

**Payment of Lender Fees** includes mortgage points, application fees, appraisal fees, bank attorney review fees, and necessary mortgage closing expenses. The buyer will execute documents required to secure payment to Washington Borough.

If you are interested in the Washington Borough For-Sale Affordability Assistance Grant, please complete the following application, attach the required documents and return it to:

Lauren Purdom, Administrative Agent  
Heyer, Gruel & Associates  
236 Broad Street Red Bank, NJ 07701

This application does not guarantee you receipt of grant monies. There will not be any additional deed restrictions/lien on the property should these funds be awarded. At no time will any individual/household be allowed to receive funding approval under any of the Local Affordability

Assistance Programs more than once in a five-year time frame. Applications submitted for affordability assistance will be accepted on a first-come, first-served basis according to the following criteria:

1. There are Affordability Assistance Funds remaining in the budget for the year. This will include whether sufficient funds have been provided to very low-income households.
2. The home being purchased is an affordable unit in Washington Borough to be maintained as the applicant's primary residence. Applicants cannot own any other real estate at the time of application.
3. The applicant is income-certified and must provide a copy of the certification. Applicants must also be credit worthy and not mortgage more than three (3) times their gross annual income.
4. After attorney review and after your professional home inspection, contact HGA to apply and to make an appointment to produce the required documentation (see checklist). No home inspection necessary if purchasing a brand new affordable unit requiring a Certificate of Occupancy inspection from Washington Borough.
5. The applicant has not received an affordability assistance grant in the past (only one award per household is permitted. This required can be waived with justification).

### **SPECIFIC INCOME ELIGIBILITY REQUIREMENTS**

The income of the borrower(s) only will be used to qualify for the grant.

1. Recipients of the Washington Borough For-Sale Affordability Assistance Grant must be very low-, low- and moderate-income families as determined by the Affordable Housing Professionals of New Jersey (AHPNJ) Regional Income Limits, Region 2 guidelines.
2. Households will not be approved for a grant unless they can show/document the ability to afford the unit and related housing costs. Proof of gross annual household income is required.
3. The unit purchased using Washington Borough For-Sale Affordability Assistance Grant must be occupied by the named purchaser(s) on the affordable housing documents and must be used as the applicant's primary residence at all times.
4. Each purchaser shall certify in writing that he/she is purchasing said unit for the expressed purpose of primary living quarters and for no other reason beyond what is allowable.

5. Applicants who can put 10 percent down, cover all closing costs and still be left with \$10,000 in liquid assets after closing will not qualify. In addition, applicants with combined liquid assets greater than 30 percent of the purchase price will not be considered, unless there are documented extenuating circumstances.

To be eligible for the For-Sale Affordability Assistance Grant, qualified applicants must have incomes not to exceed the most recent Affordable Housing Regional Income Limits for Housing Region 2. The income of the entire household will be used to qualify for the grant.

### **NOTICE OF DISCLOSURE STATEMENT**

This application must be fully completed for it to be accepted and processed. This application is not transferable, and the original must be submitted. Once you have completed this application and attached all required documents, please mail to Lauren Purdom, Affordable Housing Administrative Agent at Heyer, Gruel & Associates (HGA), 236 Broad Street Red Bank, NJ 07701.

**IT IS YOUR RESPONSIBILITY TO MAKE CERTAIN YOUR APPLICATION IS COMPLETE AND THE  
INFORMATION PROVIDED IS TRUE AND ACCURATE.**

The information in this application and any other information will be kept confidential. NO PART OF THIS APPLICATION OR YOUR APPLICATION FILE WILL BE GIVEN TO ANY PERSON, ENTITY OR BUSINESS NOT RELATED TO THE BOROUGH OF WASHINGTON, OR THEIR AGENTS WITHOUT YOUR WRITTEN REQUEST OR CONSENT. The filing of this application constitutes your approval for the Administrative Agent to certify the information contained herein through credit verification or other necessary means.

"Family" includes all persons living in a single housing unit whether or not they are related by blood, marriage or otherwise. The information requested includes information about all persons intending to reside in the affordable unit.

If you would like more information, please contact:

**Washington Borough Affordable Housing Administrative Agent**

Lauren Purdom, AICP  
Heyer, Gruel & Associates  
236 Broad Street Red Bank, NJ 07701  
Email: LPurdom@hgapa.com  
Phone: (732) 741-2900  
Fax: (732) 741-2929

**CERTIFICATION**

I hereby certify that the above information concerning my family size, actual gross income as well as all other information contained herein is true and accurate to the best of my knowledge. I understand that HGA and the Borough of Washington in the County of Warren are relying on this information to determine whether I qualify for Washington Borough For-Sale Affordability Assistance Grant.

I further certify that the copies of the documents attached to this application are true and accurate copies of the originals of such documents.

I further certify that I intend to personally occupy the unit as my primary residence except for reasonable periods of vacations and illnesses. I will not rent or lease the unit.

I authorize HGA, the Borough of Washington and their agents to check for accuracy on any and all statements and representations made in this application. This may include calls to employers to verify income, contact with banks, etc.

\_\_\_\_\_  
Signature of APPLICANT

\_\_\_\_\_  
Signature of CO-APPLICANT

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

**FOR STATISTICAL PURPOSES**

**Please indicate your marital status:**

Single \_\_\_\_

Divorced \_\_\_\_

Married / Domestic Partnership \_\_\_\_

Widowed \_\_\_\_

Separated \_\_\_\_

**Please indicate your racial/ethnic group:**

Hispanic Yes \_\_\_\_ No \_\_\_\_

Asian \_\_\_\_

Asian American Indian/ Alaskan Native \_\_\_\_

Asian & White \_\_\_\_

American Indian/Alaskan Native & White \_\_\_\_

Black/African American \_\_\_\_

American Indian/Alaskan Native & Black \_\_\_\_

Black/African American & White \_\_\_\_

Native Hawaiian/Other Pacific Islander \_\_\_\_

White \_\_\_\_

Choose Not to Respond \_\_\_\_

Other Multi Racial \_\_\_\_

**Please indicate your employment status:**

Self-employed \_\_\_\_

Permanently unable to work \_\_\_\_

Work full-time for employer \_\_\_\_

Unemployed and seeking work \_\_\_\_

Work part-time for employer \_\_\_\_

Unemployed and not seeking work \_\_\_\_

Homemaker \_\_\_\_

Retired \_\_\_\_

Full-time student \_\_\_\_

**Please indicate your educational attainment:**

Less than HS diploma \_\_\_\_

Associate's Degree \_\_\_\_

HS diploma or equivalent \_\_\_\_

Bachelor's Degree \_\_\_\_

Some post-secondary education \_\_\_\_

Master's or other graduate degree \_\_\_\_

Certification from a vocational or technical training program \_\_\_\_

**GENERAL INFORMATION**

Date: \_\_\_\_\_

Name of Household Member filling out this form: \_\_\_\_\_

Sex: M/F \_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Please indicate the type of affordability assistance you are applying for:

Down Payment Loan Program	
Payment of Closing Costs	
Payment of Lender Fees	

Please explain the reason why you need assistance (attach additional paper if needed):

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If your total monthly expenses exceed your monthly income, how will you pay your household expenses in the future? \_\_\_\_\_

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## HOUSEHOLD COMPOSITION

Please list all household members over the age of 18, **excluding the person filling out the form**, who would live in the home being purchased:

Name	Relationship	Gender	Date of Birth

How many are less than 18 years of age? \_\_\_\_\_

Please provide the contact information of any persons over age 18, **excluding the person filling out the form**, who would live in the home being purchased:

Adult #2 Name: \_\_\_\_\_

Sex: M/F \_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Adult #3 Name: \_\_\_\_\_

Sex: M/F \_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Adult #4 Name: \_\_\_\_\_

Sex: M/F \_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

**YOUR PRESENT HOUSING**

Do you own your own home or any real estate? Yes \_\_\_\_ No \_\_\_\_

If you answered yes, please explain: \_\_\_\_\_

If you do not own a home, do you currently rent? \_\_\_\_\_

What do you currently pay a month for housing costs? \_\_\_\_\_

Are utilities included? Yes \_\_\_\_ No \_\_\_\_ Some (explain): \_\_\_\_\_

How many people will live with you in the unit, including yourself? \_\_\_\_\_

How long have you lived at current address? \_\_\_\_\_

How much do you have saved for down payment and closing costs? \_\_\_\_\_

What is the purchase price of the unit you are buying? \_\_\_\_\_

Who are you getting your mortgage with? \_\_\_\_\_

What are the terms of the mortgage?

Loan Amount: \_\_\_\_\_ Years: \_\_\_\_\_ Interest Rate: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Please provide information for each household member who receives income from present employment and is 18 years of age or over (also include any part-time employment).

1. Household Member Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Washington Borough For-Sale Affordability Assistance Application

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

County: \_\_\_\_\_ How long at job? \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Ext #: \_\_\_\_\_

2. Household Member Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

County: \_\_\_\_\_ How long at job? \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Ext #: \_\_\_\_\_

3. Household Member Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

County: \_\_\_\_\_ How long at job? \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Ext #: \_\_\_\_\_

4. Household Member Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

County: \_\_\_\_\_ How long at job? \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Ext #: \_\_\_\_\_

**INCOME CALCULATION**

Please state the amount of your current annual projected gross income from each applicable source. Please complete a separate calculation for every household member who is 18 years of age or over and receives income of any kind. Use additional pages if more than four adults have income.

	<b>Adult #1</b>	<b>Adult #2</b>	<b>Adult #3</b>	<b>Adult #4</b>
Gross Salary or Wages	\$	\$	\$	\$
Pension	\$	\$	\$	\$
Social Security	\$	\$	\$	\$
Unemployment Compensation	\$	\$	\$	\$
Child Support <u>received</u> (added to income)	\$	\$	\$	\$
Child Support <u>paid</u> (deducted from income)	-\$	-\$	-\$	-\$
Disability Payment	\$	\$	\$	\$
Welfare	\$	\$	\$	\$
Tips/Commissions	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Other	\$	\$	\$	\$
<b>Sub-Totals</b>	\$	\$	\$	\$
<b>TOTAL OF ADULT INCOMES</b>	\$			

**OTHER INCOME / ASSET INFORMATION**

Please list all **checking and savings accounts, CDs, Money Market Funds, Mutual Funds** and any other assets held by financial institutions below, whether or not you gain any interest from them, for all household members.

Name and Address of Financial Institution	Account Number	Current Balance/Value	Projected Annual Interest Income

**Total Projected Interest Income in a year:** \_\_\_\_\_

Please list all **stocks, bonds** and all other sources of investment income.

Name of Assets	Number of shares	Current Value	Projected Annual Income

**Total Projected Income in a year:** \_\_\_\_\_

Do you own a business or income producing real estate? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you receive income/monies/rent receipts from this asset? Yes \_\_\_\_\_ No \_\_\_\_\_

If you own a business provide the monthly gross income and expenses (also provide 2 quarters of a Profit & Loss statement dated and signed by a 3rd party): \$ \_\_\_\_\_

Do you have any other sources of income? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please describe: \_\_\_\_\_ Gross yearly income: \$ \_\_\_\_\_

<p><b>TOTAL HOUSEHOLD GROSS ANNUAL INCOME FROM ALL SOURCES</b></p> <p>\$ _____</p>
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## **INCOME DOCUMENTATION**

Please attach the following documents for every household member who is 18 years of age or over and receives income of any kind (also see attached checklist).

1. Copy of the executed Contract of Sale by all parties.
2. Copy of the home inspection report. If purchasing a brand new affordable unit, you do not need a home inspection.
3. Completed Attorney and/or title company information form (specify your attorney name, address, phone, fax and email). The Administrative Agent may be present at closing and must receive a copy of the closing disclosure documents to review and approve.
4. Copies of State and Federal tax returns for the previous 3 consecutive years.
5. Copies of pay stubs (4 current and consecutive) and proof of income from all other sources.
6. Attach recent documentation to confirm all income (i.e., recent bank statement, statements from other assets, etc.).
7. Loan Estimate from Lender whom you are getting your mortgage loan from.



## **APPENDIX C**

Washington Borough Rental Affordability Assistance Application



## **BOROUGH OF WASHINGTON, WARREN COUNTY**

### **Rental Affordability Assistance Application**

Washington Borough offers rental affordability assistance to income-qualified applicants. Rental assistance does not need to be repaid by the tenant. The amount of the rental subsidy will be calculated initially based on the tenant's actual income and the rent level of the affordable units to help bring the total shelter costs down to 30 percent of the total household income or lower, if warranted by the particular household circumstances. The Borough offers affordability assistance to applicants for very low-, low- and moderate-income rental units. The following assistance is available to low- and moderate-income households:

1. Payment of "moving expenses" based upon verified receipts, in an amount not to exceed five hundred dollars (\$500.00) per household
2. Rent subsidy for the first month's rent
3. Utility deposit assistance

The following assistance is available to very low-income households:

1. Payment of "moving expenses" based upon verified receipts, in an amount not to exceed one thousand five hundred dollars (\$1,500.00) per household
2. Rental security deposit paid to a landlord on behalf of a tenant– Security deposits paid to a landlord are to be returned to the Borough's Affordable Housing Trust Fund upon termination of tenancy. The tenant is not responsible for returning the security deposit back to the Borough. This transaction is completely between the landlord and the Borough.
3. Rent subsidy for the first month's rent
4. Utility deposit assistance

If you are interested in the Washington Borough Rental Affordability Assistance Grant, please complete this form with the required documents and return it to:

Lauren Purdom, Administrative Agent  
Heyer, Gruel & Associates  
236 Broad Street Red Bank, NJ 07701

This application does not guarantee you receipt of grant monies. There will not be any additional forms of assistance should these funds be awarded. At no time will any individual/household be allowed to receive funding approval under any of the Local Affordability Assistance Programs more than once in a five-year time frame. Applications submitted for affordability assistance will be accepted on a first-come, first-served basis according to the following criteria:

1. There are Affordability Assistance Funds remaining in the budget for the year. This will include whether sufficient funds have been provided to very low-income households.
2. The applicant rents or is seeking to rent a deed restricted affordable unit in Washington Borough as their primary residence.
3. The applicant is income-certified. Applicants applying for first month's rent will have already been income certified. Applicants applying for all other types of assistance will require income certification at the time of application. A copy of the certification must be provided.
4. The applicant has not received an affordability assistance grant in the past (only one award per household is permitted. This required can be waived with justification).

### **SPECIFIC INCOME ELIGIBILITY REQUIREMENTS**

The income of the borrower(s) only will be used to qualify for the grant.

1. Recipients of the Washington Borough Rental Affordability Assistance Grant must be very low-, low- and moderate-income families as determined by the Affordable Housing Professionals of New Jersey (AHPNJ) Regional Income Limits, Region 2 guidelines.
2. Households will not be approved for a grant unless they can show/document the ability to afford the rent and related housing costs. Proof of gross annual household income is required.
3. The unit rented using Washington Borough Rental Affordability Assistance Grant must be occupied by the named lessee(s) on the affordable housing documents and must be used as the applicant's primary residence at all times.
4. Each lessee shall certify in writing that he/she is renting said unit for the expressed purpose of primary living quarters and for no other reason beyond what is allowable.

To be eligible for the Rental Affordability Assistance Grant, qualified applicants must have incomes not to exceed the most recent Affordable Housing Regional Income Limits for Housing Region 2. The income of the entire household will be used to qualify for the grant.

**NOTICE OF DISCLOSURE STATEMENT**

This application must be fully completed for it to be accepted and processed. This application is not transferable, and the original must be submitted. Once you have completed this application and attached all required documents, please mail to Lauren Purdom, Affordable Housing Administrative Agent at Heyer, Gruel & Associates (HGA), 236 Broad Street Red Bank, NJ 07701.

**IT IS YOUR RESPONSIBILITY TO MAKE CERTAIN YOUR APPLICATION IS COMPLETE AND THE INFORMATION PROVIDED IS TRUE AND ACCURATE.**

The information in this application and any other information will be kept confidential. NO PART OF THIS APPLICATION OR YOUR APPLICATION FILE WILL BE GIVEN TO ANY PERSON, ENTITY OR BUSINESS NOT RELATED TO THE BOROUGH OF WASHINGTON, OR THEIR AGENTS, WITHOUT YOUR WRITTEN REQUEST OR CONSENT. The filing of this application constitutes your approval for the Administrative Agent to certify the information contained herein through credit verification or other necessary means.

"Family" includes all persons living in a single housing unit whether or not they are related by blood, marriage or otherwise. The information requested includes information about all persons intending to reside in the affordable unit.

If you would like more information, please contact:

**Washington Borough Affordable Housing Administrative Agent**

Lauren Purdom, AICP  
Heyer, Gruel & Associates  
236 Broad Street Red Bank, NJ 07701  
Email: [LPurdom@hgapa.com](mailto:LPurdom@hgapa.com)  
Phone: (732) 741-2900  
Fax: (732) 741-2929

**CERTIFICATION**

I hereby certify that the above information concerning my family size, actual gross income as well as all other information contained herein is true and accurate to the best of my knowledge. I understand that HGA and the Borough of Washington in the County of Warren are relying on this information to determine whether I qualify for Washington Borough Rental Affordability Assistance Grant.

I further certify that the copies of the documents attached to this application are true and accurate copies of the originals of such documents.

I further certify that I intend to personally occupy the unit as my primary residence except for reasonable periods of vacations and illnesses. I understand that I cannot sublet or re-rent the unit.

I authorize HGA, the Borough of Washington and their agents to check for accuracy on any and all statements and representations made in this application. This may include calls to employers to verify income, contact with banks, etc.

\_\_\_\_\_  
Signature of APPLICANT

\_\_\_\_\_  
Signature of CO-APPLICANT

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

**FOR STATISTICAL PURPOSES**

**Please indicate your marital status:**

Single \_\_\_\_

Divorced \_\_\_\_

Married / Domestic Partnership \_\_\_\_

Widowed \_\_\_\_

Separated \_\_\_\_

**Please indicate your racial/ethnic group:**

Hispanic Yes \_\_\_\_ No \_\_\_\_

Asian \_\_\_\_

Asian American Indian/ Alaskan Native \_\_\_\_

Asian & White \_\_\_\_

American Indian/Alaskan Native & White \_\_\_\_

Black/African American \_\_\_\_

American Indian/Alaskan Native & Black \_\_\_\_

Black/African American & White \_\_\_\_

Native Hawaiian/Other Pacific Islander \_\_\_\_

White \_\_\_\_

Choose Not to Respond \_\_\_\_

Other Multi Racial \_\_\_\_

**Please indicate your employment status:**

Self-employed \_\_\_\_

Permanently unable to work \_\_\_\_

Work full-time for employer \_\_\_\_

Unemployed and seeking work \_\_\_\_

Work part-time for employer \_\_\_\_

Unemployed and not seeking work \_\_\_\_

Homemaker \_\_\_\_

Retired \_\_\_\_

Full-time student \_\_\_\_

**Please indicate your educational attainment:**

Less than HS diploma \_\_\_\_

Associate's Degree \_\_\_\_

HS diploma or equivalent \_\_\_\_

Bachelor's Degree \_\_\_\_

Some post-secondary education \_\_\_\_

Master's or other graduate degree \_\_\_\_

Certification from a vocational or technical training program \_\_\_\_

**PART I**

All applicants must complete this section. Date: \_\_\_\_\_

Name of Household Member filling out this form: \_\_\_\_\_

Sex: M/F \_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Please indicate the type of affordability assistance you are applying for:

Moving Expense Assistance	
First Month's Rent	
Utility Deposit Assistance	
Security Deposit Assistance	

Please explain the reason why you need assistance (attach additional paper if needed):

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If your total monthly expenses exceed your monthly income, how will you pay your household expenses in the future? \_\_\_\_\_

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**PART II**

Only complete this section if you are applying for assistance **other than first month's rent**. Please list your estimated monthly expenses:

<b>Expense Category</b>	<b>Monthly Expense</b>
<b><u>Auto</u></b>	
Loan	
Insurance	
Maintenance/Repairs	
<b><u>Housing</u></b>	
Rent/Mortgage	
Homeowners association	
Property Tax	
Insurance	
<b><u>Medical</u></b>	
Health Insurance	
Co-pays	
Other (medications, glasses, etc.)	
<b><u>Utilities</u></b>	
Internet/phone/cable	
Electricity/heating	
Water Sewer	
Trash	
Cell Phone	
<b><u>Other</u></b>	
Childcare/daycare	
Child Support/Alimony	
Credit card debt	
Education	
Food	
Gas/tolls/parking	
Public Transportation	
Student loan	
Tuition	
Other (please specify):	
<b>TOTAL EXPENSES</b>	

**HOUSEHOLD COMPOSITION**

Please list all household members (of any age), **excluding the person filling out the form**, who would live in the home being rented:

Name	Relationship	Gender	Date of Birth

How many are less than 18 years of age? \_\_\_\_\_

Please provide the contact information of any persons over age 18, **excluding the person filling out the form**, who would live in the home being rented:

Adult #2 Name: \_\_\_\_\_

Sex: M/F \_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Adult #3 Name: \_\_\_\_\_

Sex: M/F \_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Adult #4 Name: \_\_\_\_\_

Sex: M/F \_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Please provide information for each household member who receives income from present employment and is 18 years of age or over (also include any part-time employment).

1. Household Member Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

County: \_\_\_\_\_ How long at job? \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Ext #: \_\_\_\_\_

2. Household Member Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

County: \_\_\_\_\_ How long at job? \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Ext #: \_\_\_\_\_

3. Household Member Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

County: \_\_\_\_\_ How long at job? \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Ext #: \_\_\_\_\_

4. Household Member Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

County: \_\_\_\_\_ How long at job? \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Ext #: \_\_\_\_\_

**INCOME CALCULATION**

Please state the amount of your current annual projected gross income from each applicable source. Please complete a separate calculation for every household member who is 18 years of age or over and receives income of any kind. Use additional pages if more than four adults have income.

	<b>Adult #1</b>	<b>Adult #2</b>	<b>Adult #3</b>	<b>Adult #4</b>
Gross Salary or Wages	\$	\$	\$	\$
Pension	\$	\$	\$	\$
Social Security	\$	\$	\$	\$
Unemployment Compensation	\$	\$	\$	\$
Child Support <u>received</u> ( <u>added</u> to income)	\$	\$	\$	\$
Child Support <u>paid</u> ( <u>deducted</u> from income)	-\$	-\$	-\$	-\$
Disability Payment	\$	\$	\$	\$
Welfare	\$	\$	\$	\$
Tips/Commissions	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Other	\$	\$	\$	\$
<b>Sub-Totals</b>	\$	\$	\$	\$
<b>TOTAL OF ADULT INCOMES</b>	\$			

**OTHER INCOME / ASSET INFORMATION**

Please list all **checking and savings accounts, CDs, Money Market Funds, Mutual Funds** and any other assets held by financial institutions below, whether or not you gain any interest from them, for all household members.

Name and Address of Financial Institution	Account Number	Current Balance/Value	Projected Annual Interest Income

**Total Projected Interest Income in a year:** \_\_\_\_\_

Please list all **stocks, bonds** and all other income producing assets.

Name of Assets	Number of shares	Current Value	Projected Annual Income

**Total Projected Income in a year:** \_\_\_\_\_

Do you own a business or income producing real estate? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you receive income/monies/rent receipts from this asset? Yes \_\_\_\_\_ No \_\_\_\_\_

If you own a business provide the monthly gross income and expenses (also provide 2 quarters of a Profit & Loss statement dated and signed by a 3rd party): \$ \_\_\_\_\_

Do you have any other sources of income? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please describe: \_\_\_\_\_ Gross yearly income: \$ \_\_\_\_\_

Do you own a home or other real estate? Yes \_\_\_\_\_ No \_\_\_\_\_

<p><b>TOTAL HOUSEHOLD GROSS ANNUAL INCOME FROM ALL SOURCES</b></p>
<p>\$ _____</p>

## **INCOME DOCUMENTATION**

Please attach the following documents for every household member who is 18 years of age or over and receives income of any kind (also see attached checklist).

1. Copies of federal and state tax returns for the previous three (3) consecutive years.
2. Copies of four (4) consecutive/current bank statements for all accounts.
3. Copies of six (6) months current bank statements for all accounts.
4. Copies of child support court documents and custody verification, if applicable, are required.



## **APPENDIX D**

Summary of Washington Borough's Affordability Assistance Program Terms



## Summary of Washington Borough Affordability Assistance Program Terms

	Purpose	Maximum Amount	Program Terms	Very-Low Income Households
Ownership Units	Down Payment Assistance	Up to 10% of the purchase price	To be repaid upon resale, refinancing or borrowing against property	Very low-income households will be assisted
	Payment of Closing Costs	Up to \$1,500 per household	This assistance is a grant and does not need to be repaid	Very low-income households will be assisted
	Payment of Lender Fees	Up to \$1,500 per household	This assistance is a grant and does not need to be repaid	Very low-income households will be assisted
Rental Units	Moving Expense Assistance	Up to \$500 per household; \$1,500 for very-low-income	This assistance is a grant and does not need to be repaid	Very low-income households will be prioritized
	First Month's Rent	Up to one (1) month's rent	This assistance is a grant and does not need to be repaid	Very low-income households will be prioritized
	Security Deposit Assistance	Determined on a case by case basis	To be repaid by landlord to the Affordable Housing Trust Fund upon termination of tenancy	Only Very low-income households will be assisted
	Utility Deposit Assistance	Determined on a case by case basis	This assistance is a grant and does not need to be repaid	Very low-income households will be prioritized

Pursuant to the Borough's Spending Plan, the estimated budget for Affordability Assistance projected through 2025 averages approximately \$33,252 per year, totaling \$232,763. Of these funds, \$77,588 will be dedicated to very low-income families.